

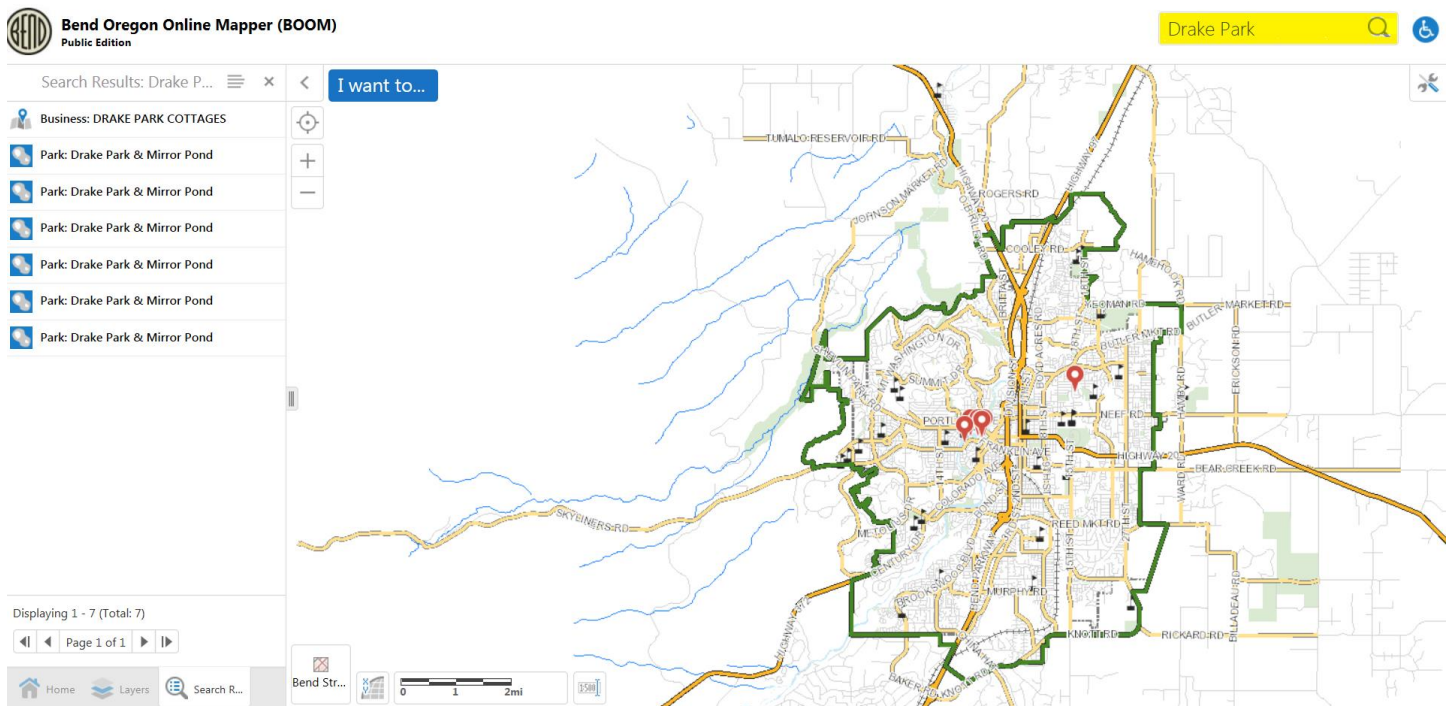


How to Generate Property Owner Mailing Lists City of Bend GIS Tool

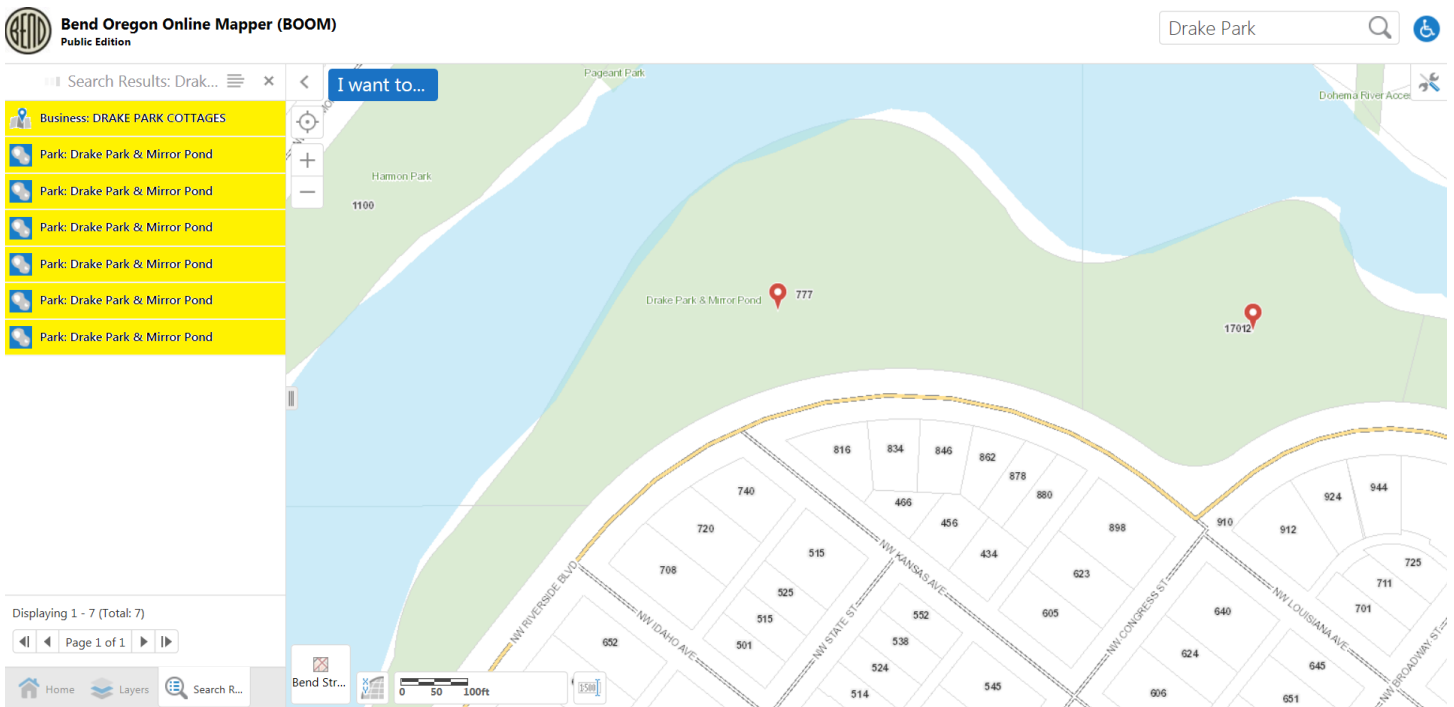
Summary: Neighbor mailing information is obtained from the Deschutes County Assessor's Office and it updated each week on Monday morning. Users can download neighbor information for notification purposes.

Instructions:

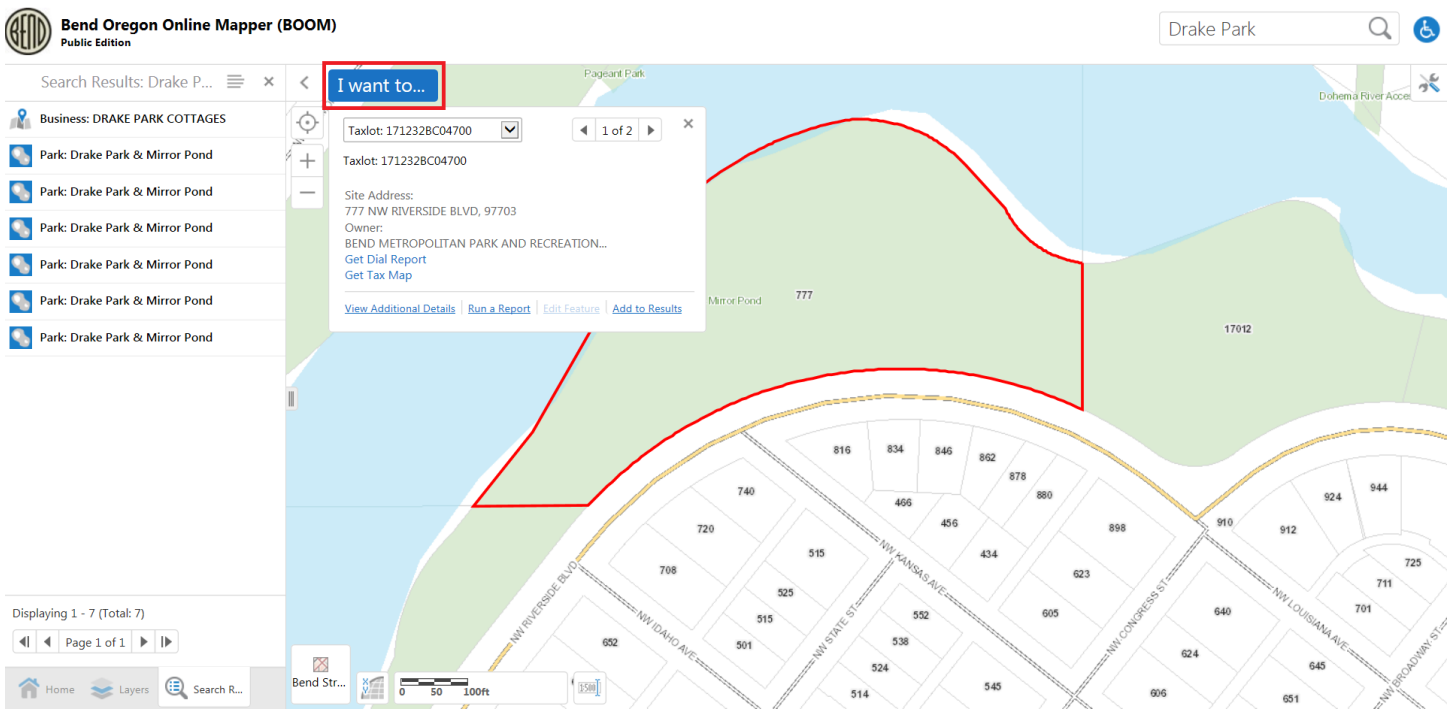
1. Launch the GIS Tool: <http://bendoregon.gov/maps>
2. Type the address into the Search bar located on the top right of your screen



3. Click on the correct address from the Search Results



4. Once the correct tax lot is highlighted, click on 'I want to...' blue button



5. Click 'Buffer Properties' from the drop down menu

6. Click on the Blue Dot from the Select Parcels menu and place the dot in the center of the tax lot

Step 1: Select Parcels

Please make a selection of parcels for the report.
Define your custom geometry by choosing one of the tools below, and selecting an area on the map.

I want to...

Taxlot: 1712328C04700

Site Address:
777 NW RIVERSIDE BLVD, 97703
Owner:
BEND METROPOLITAN PARK AND RECREATION...
[Get Dial Report](#)
[Get Tax Map](#)

[View Additional Details](#) [Run a Report](#) [Edit Feature](#) [Add to Results](#)

Parcel Selection

Items appear after you perform a valid search or other task that returns results.

No results to display

7. Click Ok

8. Click Continue when you see the tax lot highlight in red

Step 2: Modify Selection

Select a geometry to modify this selection, or click Continue if you are finished.
Define your custom geometry by choosing one of the tools below, and selecting an area on the map.

I want to...

Taxlot: 1712328C04700

Site Address:
777 NW RIVERSIDE BLVD, 97703
Owner:
BEND METROPOLITAN PARK AND RECREATION...
[Get Dial Report](#)
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[View Additional Details](#) [Run a Report](#) [Edit Feature](#) [Remove from Results](#)

[Replace](#) [Add](#) [Remove](#) [Intersect](#) [Continue](#)

Parcel Selection (1)

OBJECTID	TAXLOT	Shape	ACCOUNT_ID	OWNER	AGENT	IN_CARE_OF	OWNER_ADDRESS	OWNER_CITY	OWNER_STATE
19952	1712328C04700		151117	BEND METROPOLITAN PARK AND RECREATION...			799 SW COLUMBIA ST	BEND	OR

Displaying 1 - 1 (Total: 1) Page 1 of 1

9. Type in 250 (distance is in feet by default) and click continue

Bend Oregon Online Mapper (BOOM)
Public Edition

Drake Park

Step 3: Buffer Selection

If you wish to buffer this selection, please enter your buffer distance here. Otherwise, click 'Continue' to proceed.

Buffer Distance:

Units:

[Preview](#) [Continue](#)

I want to...

Taxlot: 171232BC04700

Taxlot: 171232BC04700

Site Address: 777 NW RIVERSIDE BLVD, 97703

Owner: BEND METROPOLITAN PARK AND RECREATION...

[Get Dial Report](#)
[Get Tax Map](#)

[View Additional Details](#) [Run a Report](#) [Edit Feature](#)
[Remove from Results](#)

Parcel Selection (1)

OBJECTID	TAXLOT	Shape	ACCOUNT_ID	OWNER	AGENT	IN_CARE_OF	OWNER_ADDRESS	OWNER_CITY	OWNER_STATE
19952	171232BC04700		151117	BEND METROPOLITAN PARK AND RECREATION...			799 SW COLUMBIA ST	BEND	OR

Displaying 1 - 1 (Total: 1)

10. You will see that distance highlight in red with the notification area tax lots/addresses displayed in table format below

11. Click on the Four Horizontal Lines on the right side above the table list and choose Export to XLSX

Bend Oregon Online Mapper (BOOM)
Public Edition

drake park

Step 4: Run Report

You can continue to modify this selection, or run a parcel report now.

Report: *

[Modify Selection](#) [Select Results](#) [Run Report](#)

I want to...

Taxlot: 171232BC04700

Taxlot: 171232BC04700

Site Address: 777 NW RIVERSIDE BLVD, 97703

Owner: BEND METROPOLITAN PARK AND RECREATION...

[Get Dial Report](#)
[Get Tax Map](#)

[View Additional Details](#) [Run a Report](#) [Edit Feature](#) [Add to Results](#)

Taxlots (32)

OBJECTID	TAXLOT	Shape	ACCOUNT_ID	OWNER	AGENT
19944	171232BC03900		103738	611 DRAKE ROAD LLC	
19945	171232BC04000		103737	ACKERMAN FAMILY TRUST	ACKERMAN, THOMAS M & T
19946	171232BC04001		103736	HALLETT FAMILY TRUST	HALLETT, FRED & ALICIA TTE
19947	171232BC04100		103735	WACKERBARTH TRUST B	WACKERBARTH, CHARLIENE
19948	171232BC04200		151118	BEND METROPOLITAN PARK AND RECREATION...	
19949	171232BC04300		103734	HOLLERN, MICHAEL P & SUSAN U	
19952	171232BC04700		151117	BEND METROPOLITAN PARK AND RECREATION...	
19966	171232BD07100		151124	BEND METROPOLITAN PARK AND RECREATION...	

[Switch to List](#)
View results in list format

[Show Buffer Options](#)
Identify features near these results

[Export to CSV](#)
Export results to CSV

[Export to XLSX](#)
Export results to XLSX

[Run a Report](#)

Displaying 1 - 32 (Total: 32)

12. Click Okay to Confirm and Open to View the Excel Spreadsheet with all Address Information for that Buffer Zone

13. Go back to BOOM and click Run Report for Owner Mail Labels

Bend Oregon Online Mapper (BOOM)
Public Edition

Search: drake park

Step 4: Run Report

You can continue to modify this selection, or run a parcel report now.

Report: * Owner Mail Labels

[Modify Selection](#) [Select Results](#) [Run Report](#)

I want to...

Taxlot: 1712328C04700

1 of 2

Site Address:
777 NW RIVERSIDE BLVD, 97703
Owner:
BEND METROPOLITAN PARK AND RECREATION...
[Get Dial Report](#)
[Get Tax Map](#)

[View Additional Details](#) [Run a Report](#) [Edit Feature](#) [Add to Results](#)

Taxlots (32)

OBJECTID	TAXLOT	Shape	ACCOUNT_ID	OWNER	AGENT	IN_CARE_OF	OWNER_ADDRES
19944	1712328C03900		103738	611 DRAKE ROAD LLC			122 OCEAN PARK
19945	1712328C04000		103737	ACKERMAN FAMILY TRUST	ACKERMAN, THOMAS M & LORLEE L TTEES		637 NW DRAKE
19946	1712328C04001		103736	HALLETT FAMILY TRUST	HALLETT, FRED & ALICIA TTEES		PO BOX 1129
19947	1712328C04100		103735	WACKERBARTH TRUST B	WACKERBARTH, CHARLIENE M TTEE		657 NW DRAKE RI
19948	1712328C04200		151118	BEND METROPOLITAN PARK AND RECREATION...			799 SW COLUMBI
19949	1712328C04300		103734	HOLLERN, MICHAEL P & SUSAN U			511 NW DRAKE RI
19952	1712328C04700		151117	BEND METROPOLITAN PARK AND RECREATION...			799 SW COLUMBI
19966	1712328D07100		151124	BEND METROPOLITAN PARK AND RECREATION...			799 SW COLUMBI

Displaying 1 - 32 (Total: 32) Page 1 of 1

14. Click the link that is generated

Bend Oregon Online Mapper (BOOM)
Public Edition

Search: Drake Park

Report Complete

Your report is ready to download. Click the link or right-click, and then select "Save as."

[Click here](#)

[Close](#)

I want to...

Taxlot: 1712328C04700

1 of 2

Site Address:
777 NW RIVERSIDE BLVD, 97703
Owner:
BEND METROPOLITAN PARK AND RECREATION...
[Get Dial Report](#)
[Get Tax Map](#)

[View Additional Details](#) [Run a Report](#) [Edit Feature](#) [Add to Results](#)

Results (32)

OBJECTID	TAXLOT	Shape	ACCOUNT_ID	OWNER	AGENT	IN_CARE_OF	OWNER_ADDRES
19944	1712328C03900		103738	611 DRAKE ROAD LLC			122 OCEAN PARK
19945	1712328C04000		103737	ACKERMAN FAMILY TRUST	ACKERMAN, THOMAS M & LORLEE L TTEES		637 NW DRAKE
19946	1712328C04001		103736	HALLETT FAMILY TRUST	HALLETT, FRED & ALICIA TTEES		PO BOX 1129

Displaying 1 - 32 (Total: 32) Page 1 of 1

15. This will pull up a new window of all addresses in mailing label form